



NOTICE INVITING TENDER

F.No.2-2/(179)/2022-2023/SP
Dated : 26-09-2022

TENDER ENQUIRY FOR ANNUAL RATE CONTRACT (ARC) FOR PRINTING WORK OF CRIDA

ICAR-CRIDA is a premier publicly funded Research Institute on Dryland Agriculture under the Indian Council of Agricultural Research (ICAR), DARE, Ministry of Agriculture, and Government of India. The Director, CRIDA Santoshnagar, Hyderabad – 500 059, Telangana, invites online tenders for **Annual Rate Contract for Printing works.**, in two bid system (technical bid and financial bid) from the eligible bidders/reputed publishers/printers/authorized dealers of large publishing/printing companies.

GENERAL TERMS & CONDITIONS

- 1 Downloads of Tender Documents:** Tender Document with full details can be downloaded from ICAR-CRIDA Website (<http://www.icar-crida.res.in>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) and in such cases, participation in the tender will be subject to remittance of the prescribed EMD along with the Technical Bids.

Description of Item (Please see tender schedule/specifications at page Nos.)	EMD (Rs.)
Annual Rate Contract for Printing work of CRIDA	40,000/-

- 2 Bids Submission:** Only bids received on e-procurement portal (**CPPP**) will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
- 3 Download of Tender Document:** Tender Document with full details can be downloaded from CRIDA Website (<http://www.icar-crida.res.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) and in such cases, participation in the tender will be subject to remittance of the prescribed Bid Security along with the Technical and financial Bids (BOQ).
- 4 Tender ID:** Shall be notified on the website (<http://www.icar-crida.res.in>)
- 5 Suppliers** who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and may register in CPPP through DSC
- 6 The bidders** should have a valid registration of the firm with GOI/any state govt.
- 7 This institute** will not be responsible for any delay in enrollment or submission of the offer/uploading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
- 8 Bid Security:** Bid Security (**also known as Earnest Money**) is to be deposited by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization **40,000/- (Rupees Forty thousand only)** along with their bids. The bid security will be accepted in the form of Demand Draft, Fixed Deposit Receipt, Banker's cheque. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period (no interest shall be paid on the EMD amount). Bid securities of the unsuccessful bidders shall be returned. **Original EMD must be delivered to CRIDA on or before last date /time of bid submission without which the bids will not be considered.**
- 9 Exemption to Bid security:** Bid security exemption allowed on submission of MSME/NSIC certificate or BID security declaration form duly signed by the firm as per **Annexure "I"**
- 10 Performance Security:** The successful bidder is required to pay an amount equal to **Rs 200000/-** (two lakhs only) towards performance security deposit and the same will be released within one month from the date of expiry all contractual Obligations. No interest shall be paid on such Performance security deposit. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The Performance Security

- Deposit should be in the form of Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form.
- 11 **Delivery Schedule:** Unless otherwise specified, No 'part supply' is allowed. The time required for delivery after purchase order is placed should be indicated clearly.
 - 12 **Time schedule/Important Dates:** The critical dates of the tender will be notified in the CPPP (e-procurement portal).
 - 13 **Payment:** No advance payment is permissible. However, payment will be made after satisfactory completion of printing work and on receipt of bills in triplicate by the Director CRIDA. Statutory taxes as applicable at source will be deducted from the bill. All payments will be made by e-transfer/Online transfer. Penalty amount will be deducted from the bill of the empanelled firm on account of any damages occurred during the service as per LD clause.
 - 14 **Bank details for e-payment:** The bank details may be furnished along with tender.
 - 15 **Period of Contract:** The period of contract will be initially for one year from the date of signing the contract by CRIDA. However, the period is extendable only on mutual consent for another year based on satisfactory performance.
 - 16 Print-ready format of the manuscripts has to be mandatorily provided to CRIDA.
 - 17 **Charges:** The charges have to be quoted on Job basis specifying the charges for each individual Job and summing the total cost of tender including all taxes as applicable as per GOI. Lowest overall cost of tender bid will be considered if technically fit. Lump sum offers and the offers, which are not having item-wise rates of contract charges, will be rejected.
 - 18 **Termination of Contract:** If services are not satisfactory the CONTRACT will be terminated at any stage. No correspondence in this matter will be entertained
 - 19 **Taxes/Duties:** Income Tax/TDS and other statutory levies applicable to such contracts / services will be deducted at source, as per the rate applicable at the time of payment.
 - 20 **Tender Validity Period :** Firms tendering should note that their offers should remain open for acceptance for 120 days from the date of opening of tender. The rates of successful tenderer will be valid for a period of one year from the date of providing ARC for printing job or subsequent extension if any on mutual consent.
 - 21 **Right of acceptance:** This office does not pledge itself to accept the lowest or any tender and reserves to itself, the right of accepting the whole or any part of the tender. The Director, CRIDA reserves the right to cancel the bid at any stage without specifying any reasons. Director, CRIDA reserves the right to accept or reject any or all the tenders either in part or in full without assigning any reason thereof.
 - 22 **Dispute Jurisdiction:** In the event of any dispute arising under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director or some other persons appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract. The decision of the Director on any dispute will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.
 - 23 **Clarification on bidding document:** Any prospective bidder requiring any clarification of the bidding documents can approach Stores Purchase Officer on any working day of CRIDA.
 - 24 **Bidding procedure** the bid document should be filled in and signed with seal on every page. All the bids are to be submitted in **online only**. Bids are not transferable. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.
 - 25 **Penalty:** Penalty is liable to be levied on the firm/agency who do not fulfill to the printing requirement and time limit. Penalty amount will be decided by the Director CRIDA based on the merit of printing requirement and deviation in printing schedules.
 - 26 **Information to Successful Bidder:** The successful bidder must physically verify the Printing work to be placed under ARC before entering the contract and intimate the same to the Stores purchase department for preparing final list of Printing work under ARC. The Institute shall enter into contract agreement with successful bidder indicating that the firm would responsible or catering the printing requirement as per agreed terms & conditions and service assurance. ARC cannot be transferred or outsourced to third person during entire period of contract. Bank details of the firm must be furnished for payment purpose.
 - 27 **Enquiries on tender:** Any enquiry regarding the tenders will not be entertained once the tenders are opened.
 - 28 **Acceptance of tender:** Director, CRIDA reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
 - 29 The tender must indicate rate of percentage of all taxes.
 - 30 The Tenderers shall have to quote all the rates depending upon their past experience and financial standing. Incomplete /part rates quoted tender likely to be rejected.
 - 31 Discount if any, should be indicated, by way of percentage.

- 32 **TRANSIT INSURANCE:** The purchaser will not pay separately for transit insurance and the contractor will be responsible till the entire supply is made.
- 33 **IMPORTANT NOTE:** The bidder should submit the Technical & Financial bid along with full details mentioned in the Technical bid. The Technical bid must be accompanied with earnest money deposit in the form of Demand Draft/bankers cheque/bank guarantee/FDR. A scanned copy of EMD must be submitted in online and the original EMD has to be reached this office on or before closing date of tender.
- 34 **ELIGIBILITY AND QUALIFICATION REQUIREMENTS:** This invitation of tenders is open from 'A' class offset multi colour sheeted private printers of twin cities of Hyderabad and Secunderabad. In case the bidder is located in other cities, that firm must have a branch office in Hyderabad/ Secunderabad with the printing infrastructure, or **the firm after award of the contract shall, within 15 days from date of such award establish their local service office in Hyderabad/Secunderabad for the purpose of Proof-reading and logistical support. The firm should have turn over not less than 25.00 lakhs for last 03 years. The firm shall furnish all the documents prescribed in the checklist at page 04 of the tender document.**
- 35 The participating firm should be free from any vigilance case.
- 36 **CONDITIONS OF CONTRACT:** Terms and conditions of the tendering firms not appearing in the body of the tender will not be considered as forming part of their tender. Tendering firms should quote on the basis of the conditions referred to in the invitation of tender and instructions to tenderers. In case any terms and conditions of contract applicable to this invitation to tender are not acceptable to the tendering firms, they should specifically state deviation there from in the body of their tender.
- 37 **Financial bid evaluation:** The evaluation of financial bids will be based on the cost of sample print jobs as decided by ICAR CRIDA.
- 38 **PAYMENT TERMS:** Payment shall be made within 15 days from the date of completion of entire supplies. The Tenderer may please submit the following details for online transfer of the payments:
1. Name of the account holder :
 2. Name of the bank :
 3. Name of the branch :
 4. Account number :
 5. RTGS/NEFT/IFS code :
 6. Type of account :
- 39 **Other conditions :**
- a. Unsigned tenders shall not be entertained at any cost after specified date & time as indicated. The tenders without EMD amount will not be considered (claim of EMD exemption allowed).
 - b. In the event of the date & time specified for tender receipt being declared as a closed holiday for purchaser's office, the due date for submission of tenders will be the following working day at the specified timings. CRIDA does not hold any responsibility for postal delays.
 - c. The tender document should invariably be filled in and duly signed by the authorized signatory by affixing the company/firm seal on every page of tender and the terms and conditions should strictly be followed before submitting the tender.
- 40 No compromise shall be made on quality of printing/ paper/ photograph.

(Assistant Administrative Officer)

"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"

CHECK LIST

Please give page numbers to the tender document and all enclosures and also verify the following documents before submission of the tender in the sequence listed below, to avoid rejection or disqualification of your tender.

PLEASE NOTE THAT ALL RELATED PHOTO COPIES MAY PLEASE BE ENCLOSED WITH THE TENDER DOCUMENT AS A PROOF

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
1	Scanned copy of Bid Security Deposit / Earnest Money Deposit (EMD)		
2	Tender acceptance letter		
3	Document regarding registration /Certificate of incorporation of the firm issued by the appropriate government.		
4	Attested copies of Income tax return of Last 03 years i.e 2018-19 to 2020-21		
5	Information on company's physical infrastructure to support ARC Operation		
6	Attested copies of Last 3 Years 2019-20 to 2021-22 experience related to printing /publishers/ Annual Rate contract works with the State / Central Govt. /PSUs / Govt. Autonomous organizations		
7	Document showing the firm/company's Annual turnover for Last 03 years i.e 2018-19 to 2020-21 not less than twenty five lakhs certified by the Chartered Accountant.		
8	Certificates of registration for GST issued by appropriate Government		
9	MSME/NSIC/SSI certificates registered with NSIC (if applicable).		
No. of Total Pages			

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

Signature and Seal of the Bidder: _____

Business Address: _____

"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"

(FINANCIAL BID)
(To be submitted separately in BOQ)
TENDER SCHEDULE FOR PRINTING OF PUBLICATIONS

S. No.	Name of the Work/Item	Specification	Rate/ Size (cms)			
			18.5 x 24.5	¼ demy	1/8 demy	A4
1	Cover page cost (including front and back side – 4 pages)	a) 210 GSM IAC b) 210 GSM FAC c) 250 GSM IAC d) 250 GSC FAC e) 300 GSM IAC f) 300 GSM FAC g) 130 GSM FA paper Matt.				
2	Text paper rate per leaf i.e. 2 pages to be quoted	a) 70 GSM Maplitho paper of reputed brand b) 80 GSM Maplitho paper of reputed brand c) 90 GSM Maplitho paper of reputed brand d) 110 GSM (Art paper) – FA e) 130 GSM (Art paper for photographs only) – IA paper f) 130 GSM (Art paper for photographs only) – FA paper g) 170 GSM (Art paper for photographs only) – IA paper h) 170 GSM (Art paper for photographs only) – IF paper I) Indian Art paper Matt 100 GSM				
3	Typesetting per page including posting of photos, figures, graphs, maps, graphic images, screen shots etc., and page lay out setting is required					
4	Plate processing for black and white print (Single Color Job)					
5	Plate processing for Colour Print a) Two colour job b) Three colour job c) Multi colour job					

“ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA”

S. No.	Name of the Work/Item	Specification	Rate/ Size (cms)	Rate/ Size (cms)	Rate/ Size (cms)	Rate/ Size (cms)
			18.5 x 24.5	¼ demy	1/8 demy	A4
6	Printing of Text (off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 200 copies				
7	Printing of text (off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi colour	Up to 500 copies				
8	Printing of cover page per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 200 copies				
9	Printing of cover page per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 500 copies				
10	Lamination of cover page (to be quoted per page) a) Glossy b) Matt c) Gloss + Matt Combination d) Spot UV Lamination e) Full UV Lamination					
11	Binding charges per copy a) Perfect binding/Fuse binding - With section sewing - Without section sewing b) Hard binding c) Center pinning d) Side pinning e) Wire binding f) Spiral binding g) Comb binding h) Loop binding					

"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"

S. No.	Name of the Work/Item	Specification	Rate/ Size (cms)	Rate/ Size (cms)	Rate/ Size (cms)	Rate/ Size (cms)
			18.5 x 24.5	¼ demy	1/8 demy	A4
12	Provision of Docket with pouch for CD, including good quality CD with PDF format of the print job alongwith hard copy (Optional as for the indent)	Rate per piece				
13	Brouchers/Folders printing job works: Typesetting, plate processing Multicolour printing excluding paper cost	Upto 500 Nos.				
14	Docket pouches for A4 other size inserts(Rate per docket)	Upto 500 Nos. Upto 1000 Nos. (Rate to the quoted per piece)				
15	Cost (if any) for providing Print ready format	Rate (if any)				

- If Institute desires to print other sizes, which are not mentioned above, the nearest rates will be applicable.
- Intentional blank pages left are also considered as print pages
- The input content will be provided in the form of MS-Word and images in JPEG format.

Signature of the Tenderer

Bid Securing Declaration Form

Date: _____
Tender No. _____

To
The Director
ICAR-Central Research Institute for Dry Land Agriculture

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

1. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
2. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person*whose name and capacity are shown)

In the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated on _____ day of _____ **(insert date of signing)**

Firm / company / Corporate Seal (where appropriate)